

16.110 PERSONNEL ACCOUNTING AND DISTRIBUTION

Reference:

Cincinnati Police Department Payroll Storage System
User Manual

Purpose:

Provide a system of personnel accounting and distribution.

Establish a procedure for the distribution of reports concerning shift assignments, off-day group assignments, and leaves.

Procedure:

A. Assignment Report Changes (Form 17)

1. All district/section/unit commanders will submit an Assignment Report Changes (Form 17) every 28 days. This report is due on the Thursday before the effective date. Each December, Police Personnel Section will publish a list of the "effective dates."
 - a. The Assignment Report Changes will reflect the following information, as of the effective date.
 - 1) Changes in shift and/or off-day group assignments.
 - 2) Personnel separated or transferred. (state date and reason - e.g., retired, transferred out, etc.)
 - 3) Personnel attending out of town schools in excess of one month. (indicate date of return to duty)
 - 4) Personnel temporarily detailed to another unit.
 - a) The permanent unit of assignment will list the personnel on its report showing to which unit the person is detailed. Include detailed personnel in the unit's present strength total.

- b) The unit receiving detailed personnel will also list the personnel and their permanent unit of assignment. The receiving unit will not include detailed personnel in its unit totals.
- 5) Personnel on limited or light duty.
(state assignment)
- 6) Totals numerically by rank.
- b. Submit a report stating no changes have occurred, if applicable.

B. Police Department Assignment Report:

- 1. Personnel Section will maintain control of Police Department Assignment Reports.
 - a. Changes to the master copy of the Police Department Assignment Report are made based upon the information received from the Assignment Report Changes, Form 17.
 - b. By the Thursday following the effective date, Personnel Section will distribute the revised report to all affected districts/sections/units.
 - c. Personnel Section will maintain current information from the Assignment Report in the CLEAR Badge file. This will ensure Department personnel receive court notifies at their unit of assignment. Personnel Section will update information using the OPS1 terminal.

C. Assignment Report Symbols

- 1. Use the following symbols when completing an Assignment Report Changes, Form 17.
 - * - Injured with Pay sworn (IUF) or
Injured with Pay nonsworn (INU)
 - + - Light Duty
 - \$ - Extended Sick
 - @ - Suspended (Beginning and ending dates)
 - # - Detailed to
(Additional details will be noted with a numeral next to it: #1, #2, #3, etc.)

D. Time Book Symbols

1. Use the following symbols when marking Time Books.

CTO - Compensatory Time Other
 CTT - Fair Labor Standards Act (FLSA) time
 HOL - Holiday sworn and nonsworn
 VAC - Vacation
 BDY - Birthday
 ADM - Administrative Leave
 SWP - Sick With Pay
 SAD - Sick Pay Death
 SPF - Sick Pay Family
 SPM - Sick Pay Maternity
 SUI - Sick Use Incentive (Div.1)
 SWO - Sick Without Pay
 IUF - Injured With Pay sworn
 INU - Injured With Pay nonsworn
 SPI - Sick Pay Injury
 FSK - Family Medical Leave Act (FMLA) Sick
 FOC - FMLA CTO
 FCT - FMLA CTT
 FHL - FMLA HOL
 FVC - FMLA VAC
 FIU - FMLA IUF sworn
 FIN - FMLA INU nonsworn
 FAM - FMLA Without Pay
 MTL - Military Duty With Pay
 MWO - Military Duty Without Pay
 LWP - Leave Without Pay
 AWL - Absent Without Leave
 SUS - Suspension Without Pay
 DNT - Donated Time
 MDL - Medical Dental Leave
 UNN - Union Release Time
 JUR - Jury Duty
 LLT - Legal Liability Time
 PWP - Personal With Pay
 TDY - Tardy
 LTD - Light Duty Assignment
 D - Detailed
 O - Off Day
 | - Day Worked
 TRN - Training

2. Place a copy of these symbols in the front of the Time Book as a reference.